

## WOMEN AND CHILD DEVELOPMENT DEPARTMENT

The 19th December, 2003

**No. 3040-SW(3)03.**—In pursuance of Punjab Govt., Finance Department letter No.5426-FR-I-58/10569, dated the 3rd July, 1958, and in supersession of notification No. 229/SW(3)95, dated 17th April, 1995 the Governor of Haryana is pleased to make the following rules, namely, "Rules Governing Grant-in-Aid by Directorate of Women and Child Development, Haryana," under the Women and Child Development Department, Haryana to Voluntary Welfare Organizations. These shall come into effect from the date of issue of this notification. These rules are subsidiary to the rules contained in rule 8.14 of Punjab Financial Rules, Volume I (As amended from time to time).

**I. A. Eligibility for Agency/NGO/ Corporation**—Any voluntary/semi government/welfare organization/training and research institute operating in Haryana State which may render welfare services to women, children and adolescents and/or conduct research studies, marketing research, impact assessment and evaluation studies, providing training to women and adolescents for capacity building and income generation activities, or are involved in advocacy missions, SHG formation and Nurturing, social mobilization and movements against the social evils responsible for the lower status of women and girl child, are eligible for Grant-in-aid. The organization may be providing welfare services to women and children like running crèches for pre school centres, recreational and educational centres like hobby classes or children libraries, youth hostel, clubs, Kishori programmes, craft centres, social education and awareness generation centers providing condensed courses for training women or working in the field of advocacy campaign or social mobilization for eradicating social evils like dowry, female foeticide, low level of female literacy, violence against women etc.

**B. The Necessary Conditions for Eligibility**—The Institutions eligible for grants-in-aid should :

- (i) Be non-sectarian, offering services to its beneficiaries irrespective of caste, colour or creed and subject to constitutional provisions with regard to scheduled castes, scheduled tribes, backward and other classes ;
- (ii) Be registered under the Registration of Societies Act, XXI of 1860, or other appropriate Act ;
- (iii) Have a regularly constituted Managing Body or Trust ;
- (iv) Be an institution of established standing of not less than three years—this condition may be waived off by the Government at its discretion, particularly in respect of rural areas where the need for social welfare services is urgent ;
- (v) Have tangible assets, equipment and trained personnel ;
- (vi) Have capacity to carry out the proposed scheme for development and/or have capacity for raising matching contribution, maintaining the present level of activities and meeting expenditure thereon ; and
- (vii) Have the ability to justify the need for a particular service in its area ensuring the avoidance of duplication of similar service within a reasonable distance.

**C. Conditions attaching to the grant**

- (a) Unless it is otherwise ordered by the Government, every grant made for specific objects is subject to the following implied conditions : —
  - (i) The grant sanctioned will be utilized on the activity within one year from the date of sanction.
  - (ii) That any portion of the amount sanctioned which remains un-utilized will be surrendered to the Government.
- (b) The institution receiving the grant-in-aid will make its services available to all communities irrespective of religion, caste, colour or creed.
- (c) Exercise utmost economy in all its expenditure, purchase of material/equipment and salaries of its employees.

- (d) Submit a statement of accounts by a registered Chartered Accountant. The statement should cover the expenditure against the normal activities of the institution for the past year amended, *vide* No. 5075-SW-4-70, dated 18th November, 1970, (Copy of Notification is attached with the sample), or get the accounts audited by a Government Auditor or a Senior Auditor of the Finance Department, Treasury and Accounts Branch on payment of the usual fee. In case of grant-in-aid not exceeding Rs.1000/- the accounts may be audited by a qualified Auditor instead of a Registered Accountant. In the case of small institutions which can afford to obtain the services of a registered Accountant or other recognized body of Auditors, the sanctioning authority may exercise its discretion of exempting such institutions from the submission of accounts audited in this fashion.
- (e) Maintain separate accounts for the grant received from the Government in order to facilitate inspection of such accounts by a representative of the State Government.
- (f) Furnish to the State Government a certificate from a Registered Accountant/Qualified Auditor to the effect that the grant has been utilized for the purpose for which it was released and that the conditions attached to grant-in-aid have been fulfilled.
- (g) Submit a quarterly report to the Government with regard to progress of the work undertaken by the organization.
- (h) In case of sanction of a capital nature for special purposes, the grantee shall produce accounts together with all relevant papers for inspection by the India Audit Department as and when required to do so.

**II. Area of Work/Specialization**—The interested organizations with relevant experience and expertise as desired by the Govt. of Haryana from time to time should submit detailed information relating to background of the organization, registration, staff strength, governing/executive body etc; Area of expertise, training capabilities- human resource expertise, trainings conducted in the past, training infrastructure available with the organization at their headquarter, willingness to work in the field *i.e.* at the district/block/village level, undertaking pre and past training activities like process monitoring, evaluation and documentation etc.

**III. Procedure for Applying for Grant-in-aid**—Applications for grant of financial assistance under the rules should be submitted to the Directorate of Women and Child Development, Haryana Chandigarh on the prescribed form. The application will be submitted to Child Development Project Officer who will forward it to District Programme Officer, ICDS Cell of the district concerned with recommendations. Programme Officer has been assigned the task of proper inspection and recommending the application as a District Level Authority by the State Govt. in accordance with the instructions of the Govt. of India. Since the Programme Officers are the nodal officers of the department for recommendation of the application, therefore, they will be required to monitor closely the activities of Voluntary Organizations. The recommendations of concerned Deputy Commissioner are required for NGOs seeking assistance for the first time or second the Programme Officer would forward the case to concerned Deputy Commissioner for recommendation. For all other cases the recommendation of programme officer is sufficient.

The Directorate of Women and Child Development will examine such applications and submit the same before the screening/selecting committee constituted by the Women and Child Development Department, Haryana. The committee will recommend the Projects and submit the same to the Finance Department for its concurrence.

**IV. Authority competent to sanction grant**—The Administrative Department in consultation with the Selection Committee and the Finance Department shall be competent to sanction the grant. The payment of grant-in-aid will be governed by Rule 8.14 of Punjab Financial Rules, Volume -I.

**V. (A)** While according sanctions to grant-in-aid, the suggestions contained in letter of the Punjab Government Finance Department (letter No.5426-FR-10569, dated 3rd July, 1958) shall be kept in view. The quantum of grant-in-aid will depend upon the special needs of the different districts with particular reference of their backwardness and the number of Voluntary Welfare Institutions already functioning there.

**(B)** Before sanctioning the grant-in-aid, Government will satisfy itself that :

- (a) In the case of grants of a capital nature sanctioned for special purposes the sanctioning order contains a clause to the effect that the accounts together with all relevant papers, shall be produced for inspection by the Audit Team as and when required;

- (b) While according sanctions to the grant-in-aid the suggestions contained in the Finance Department letter No.5426-FRI-58/10569, dated 3rd July, 1958 are kept in view;
  - (c) The designation of the Government servant by whom the bill is to be countersigned for the sum exceeding Rs.5,000/- is specially mentioned in the sanction order as required, -vide rule 8.14 Punjab Financial Rules, Volume -I ;
  - (d) Adequate arrangements have been made for the internal and local audit of the institution to which grant-in-aid exceeding Rs.10,000/- are released;
  - (e) If the institution ceases to function or discontinues the activities for which grant is sanctioned, assets created with the grant will be the property of the Government.
- VI. Communication of Sanctions**—The sanction shall be communicated to Audit Officer through the Finance Department.
- VII. Mode of Payment**—The Accountant General shall issue payment authority in accordance with the provisions contained in Rule 4.4 of subsidiary Treasury Rules to the Treasury Office concerned under intimation to the grantee. The grantee shall obtain payment by presenting the bill or duly countersigned bill necessary at the treasury.
- VIII. Execution of Bond**—The grantee(s) shall be required to furnish an indemnity bond in the prescribed format at appendix. The bond makes it mandatory for the grantee to fulfill all the conditions attached to the grant, to refund the amount of grant already paid in the event of non-fulfillment of the conditions and to abide by the decision of the authority releasing the grant-in-aid.
- IX. Periodical Inspection of Accounts**—The Directorate shall conduct periodical examination of accounts and progress reports submitted by the grantee to satisfy itself that the conditions attached to the grant are being fulfilled and the amount sanctioned is utilized for the purpose for which it was sanctioned.
- X. A certificate of proper utilization of the Grant**—At the end of the financial year, the Sanctioning Authority/Head of Department shall furnish the utilization certificate in the following form :
- Having due regard to the conditions laid down in the Rules governing grant-in-aid to Voluntary Welfare Organizations and the conditions specified in the letter of sanction, it is clarified :—
- \* That the conditions attached to the grant-in-aid have been duly fulfilled by the grantee;
  - \* That the amount of the grant has been utilized on the object for which it was sanctioned, within the prescribed time frame and within a reasonable time where no limit has been fixed.
- That the full amount (to be specified) representing the portion of the grant which is not ultimately required for expenditure and/or which has been spent within a specified time/reasonable time has been surrendered to Government and deposited into Government Treasury, vide Challan No. .... dated.....
- XI. Authority competent to declare the grant recoverable and to blacklist the organization**—If it is established through enquiry or other means that the grant money has not been used for the purpose specified, or otherwise misused or conditions of grant violated, the Secretary to Government, Haryana, Women and Child Development Department, Haryana Govt. shall be competent to declare the grant recoverable and the organization to whom such grant was sanctioned would be required to deposit the same along with interest as prescribed. The organization can be blacklisted and debarred for further grants.
- XII. Mode of recovery**—The grantee shall be required to deposit the amount into the Government Treasury under the receipt Head: "0235- Social Security & Welfare-D-Social Welfare -Other receipts."
- XIII. Bar for future grants**—An organization found guilty of non fulfillment of the above conditions or of having misused the grant or used the grant money for purpose other than for which it was sanctioned, shall be debarred from being considered eligible for Government grant-in-aid for such period as may be decided by the Government. The period will be for not less than five years in any case and it would also be required to refund the amount of grant already paid at the present rate of interest.

Chandigarh :

The 18th November, 2003

S. P. SHARMA,  
Financial Commissioner and Principal Secretary to  
Government Haryana,  
Women and Child Development Department.

**AGREEMENT**

This agreement is made this.....day of.....between the Government of Haryana (hereinafter called the Government) of the one part and.....Association /Institution/ Voluntary Agencies, registered under the Societies Registration Act XXI of 1860 and having its headquarters at.....Acting through Shri.....(President/ Secretary of the Association) of (hereinafter called the Association/Institution) of the Part.

Whereas the Association/Institution has requested the Government to grant to it a sum of Rs.....(Rupees.....) for the purpose of.....

And whereas the Government has agreed to grant the Association the aforesaid sum of Rs.....(Rupees.....) on the terms and conditions hereinafter appearing:

Now this agreement witnesses and the parties hereto hereby agree as follows :—

- (i) In pursuance of the aforesaid agreement, the Government has advanced to the Association a sum of Rs.....(Rs.....) (the receipt whereof the Association/Institution does hereby acknowledge) for the purpose of.....
- (ii) The Association shall utilize the aforesaid grant within a period of.....of the execution thereof.
- (iii) The unspent balance of the aforesaid grant on the expiry of the stipulated period shall be deposited into the Government Treasury at.....under the account head -0235-Social Security and Welfare-D-Social Welfare-Other receipts.....
- (iv) The aforesaid amount shall be utilized only for the purpose for which it has been granted and for no other purpose.
- (v) The facilities offered for the service rendered by the Association/Institution shall be open to all the members of the public, irrespective of their caste, creed or religion.
- (vi) The grant will be supplemented with contribution by the Association/Institution, to the extent of Rs.....(Rs.....).
- (vii) Utmost economy will be exercised by the Association/Institution while incurring expenditure against the grant.
- (viii) Quarterly progress reports in respect of the activities undertaken by the Association/ Institution will be furnished to the Government in the Women and Child Development Department.

- (ix) The audited statement of accounts duly signed by a Chartered Accountant/Registered Accountant will be furnished by the Association/Institution and the Statement will include all income received through various sources.
- (x) A Utilization certificate, duly signed by a Chartered Accountant/Registered Accountant and the Association/Institution will be furnished to the Government within six months of the stipulated period of the utilization of the grant.
- (xi) If the Association/Institution makes any default in observing the terms and conditions of the agreement, the entire amount paid by the Government to the Association/Institution under this agreement shall immediately become recoverable by the Government and the organization would be black-listed for further grant.
- (xii) All disputes and differences arising out of or related to the agreement shall be referred to the Sole Arbitration of Secretary In-charge of the Women and Child Development Department, Govt. of Haryana by whatever designation such officer may be called and there will be no objection to such appointment that the Arbitrator so appointed is a Government Servant, that he had to deal with the matters which this agreement relates to and/or that in the course of his duties as the Government servant he has expressed views on all or any of the matters in dispute or difference, the award of view on all or any of the matters of dispute or difference, the award of such arbitrator shall be final and binding on the parties concerned.

In witness where of the parties hereto have set their hands hereunder on the dates respectively given under their signatures in the.....year of the republic of India.

For and on behalf of Governor of Haryana

Witness

Dated

Name and

Full Address

Dated

President/ Secretary/ Manager

Witness

for and on behalf of Association/ Institution

Name and

Full Address

Dated

Dated

**परिशिष्ट—I**

महिला एवं बाल विकास निदेशालय  
सहायक अनुदान के लिये प्रार्थना पत्र

**I—सामान्य**

1. संस्था का नाम और पूरा पता
2. क. क्या संस्था किसी बड़े संगठन की शाखा/अनुभाग है ? यदि है, तो ऐसे संगठन का नाम, पूरा पता तथा मुख्यालय।  
ख. क्या इसके संविधान के अधीन सभी वर्ग और समुदाय इसमें शामिल हो सकते हैं ?  
ग. क्या संस्था किराये के भवन में चलाई जा रही है या अपने संस्था के भवन में (विवरण दीजिये) ?
3. क्या संस्था महिला एवं बाल कल्याण के क्षेत्र में कार्यरत है ?
4. संस्था हरियाणा के किस क्षेत्र में काम कर रही है ?  
क. गांव/ब्लॉक/जिले का नाम  
ख. कार्यक्रम का नाम  
ग. कितने समय से यहां कार्यरत है  
घ. कोई विशेष उपलब्धियां  
ङ. प्रस्तावित क्षेत्र चुनने का कारण :  
(i) डेमोग्राफिक कारण/इण्टीकेटर  
(ii) सामाजिक कारण  
(iii) कोई अन्य

**II—कार्यक्रम और क्रियाकलाप**

1. पिछले दो वर्षों में संचालित कार्यक्रमों का ब्योरा संलग्न करें।
2. वर्तमान अमले का ब्योरा (सूचि निम्नलिखित प्रोफार्मा अनुसार संलग्न करें)

	पर्यवेक्षक	तकनीकी	मिनीस्टीरियल
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क. अवैतनिक

ख. वैतनिक

(प्रति मांस वेतन के विवरण सहित)

**III—वित्तीय स्थिति**

1. आय का स्थाई साधन जिस पर संस्था आश्रित हो।
2. संस्था की सम्पत्ति का विवरण।
3. पिछले तीन वर्षों में संस्था द्वारा इस विभाग तथा अन्य संसाधनों (स्वदेशी-विदेशी) द्वारा लिये गये अनुदान का विवरण।

## IV—वर्तमान प्रस्ताव का विवरण

## परियोजना का विस्तृत विवरण

1. सहायक अनुदान के रूप में मांग की गई राशि।
2. संस्था निम्न दस्तावेज संलग्न करें :—
  - क. कार्यकारिणी कमेटी द्वारा पास किये गये प्रस्ताव की प्रति (साक्षात्कृत)
  - ख. प्रस्तावित कार्यक्रम हेतु अनुमानित आवर्ती तथा अनावर्ती बजट का मदवार विवरण।
  - ग. प्रस्तावित प्रशिक्षण के पाठ्यक्रम।
  - घ. संस्था किस स्थान पर प्रशिक्षण देगी उसका पूरा पता। क्या यह स्थान संस्था का अपना है या किराये पर लिया जायेगा।
  - च. संस्था वर्तमान कार्यक्रम को चलाने हेतु प्रस्तावित/स्वीकृत राशि का कितने प्रतिशत धन जुटाने में समर्थ है।
3. कोई अन्य उपयोगी सूचना।
4. क्या संस्था को अनुलग्नक 'क' पर संलग्न शर्तें स्वीकार्य हैं।

## V—संस्था द्वारा प्रार्थना पत्र के साथ संलग्न किये जाने वाले दस्तावेज

1. संस्था के पदाधिकारियों का फोटो, जन्मतिथि, शैक्षणिक, व्यवसायिक ब्यौरा, रिहायशी पता, राजपत्रित अधिकारी से साक्षात्कृत अनुलग्नक 'ख' अनुसार।
2. संस्था के सभी पदाधिकारियों को एफिडेविट भेजना होगा कि वह अन्य किन संस्थाओं से किस-किस रूप में कार्यरत/सम्बद्ध है तथा वह किसी ऐसी अन्य संस्था के सदस्य अथवा पदाधिकारी नहीं हैं जिसे राज्य/भारत सरकार द्वारा ब्लैक लिस्ट किया गया हो।
3. संस्था द्वारा दिया गया शपथ पत्र अनुलग्नक 'ग'।
4. संस्था की पंजीकरण की प्रति।
5. संस्था के नियम/अधिनियम की प्रति।
6. संस्था की वार्षिक रिपोर्ट।
7. संस्था के पिछले तीन वर्षों की बैलेंस शीट।

### अनुलग्नक "क"

#### अनुदान दी जाने वाली संस्थाओं के प्रशिक्षण कार्यक्रम से संबंधित नियम व शर्तें

1. संस्था के नाम का बोर्ड संस्था मुख्यालय एवं परियोजना स्थल पर लगा होना चाहिए।
2. संस्था इस परियोजना के कार्य का प्रचार समाचार पत्रों के माध्यम से करवायेगी ताकि अधिक से अधिक लोग लाभान्वित हो सकें।
3. संस्था अपने कार्यालय का पूर्ण पत्र व्यवहार पता, दूरभाष तथा पदार्धिकारियों का व्यवसाय एवं शैक्षणिक योग्यता, फोटोग्राफ राजपत्रित अधिकारी से साक्षात्कृत करवाकर निर्धारित प्रोफार्मा में उपलब्ध करवायेगी।
4. संस्था यदि भविष्य में अपना पता बदलती है, तो उसकी सूचना 30 दिनों के अन्दर देनी होगी अन्यथा संस्था भविष्य में अनुदान की पात्र नहीं मानी जाएगी।
5. संस्था सभी प्रशिक्षकों एवं समय-समय पर जिन प्रशिक्षणार्थियों को प्रशिक्षण देगी उनके फोटो तथा रिहायशी पते रिकार्ड में रखेगी एवं निरीक्षण के समय उपलब्ध कराएगी।
6. संस्था जब यह कोर्स आरम्भ करेगी तो उसकी सूचना निदेशालय को उपलब्ध करवायेगी व संस्था उद्घाटन समारोह के लिये जिले की उपायुक्त/अतिरिक्त उपायुक्त/एस०डी०एम०/कार्यक्रम अधिकारी/बाल विकास परियोजना अधिकारी/प्रबन्धक, हरियाणा महिला विकास निगम किसी एक को मुख्य अतिथि के रूप में अनिवार्य रूप से बुलायेगी।
7. संस्था ने जिस स्थान पर प्रशिक्षण कार्यक्रम चलाने के लिये राशि ली है उसी स्थान पर प्रशिक्षण कार्यक्रम होगा। स्थान परिवर्तन की स्थिति में संस्था से राशि वापिस ले ली जायेगी व संस्था को ब्लैक लिस्ट किया जायेगा।
8. संस्था प्रशिक्षणार्थी, प्रशिक्षक/अनुदेशक/रिसोर्स पर्सन का चयन संबंधित जिला स्तरीय कार्यक्रम अधिकारी तथा खण्ड स्तर की बाल विकास परियोजना अधिकारी की परामर्श से करेगी।
9. संस्था प्रशिक्षण कोर्स का सैलेबस औद्योगिक प्रशिक्षण संस्था/हारट्रोन आदि के नार्म के अनुसार रखेगी तथा कोर्स प्रारम्भ करने की तिथि सहित सूचना विभाग को भेजी जायेगी।
10. संस्था द्वारा लाभपात्रों की दैनिक उपस्थिति का रिकार्ड रखा जायेगा। संस्था कोर्स पूरे होने पर सफल प्रशिक्षणार्थियों की सूची उनके पूर्ण पते सहित रिकार्ड में रखेगी।
11. संस्था द्वारा आई०टी०आई०/हारट्रोन से एक सदस्य शामिल करके मध्यम तथा अंतिम अवधि में परीक्षाएं ली जायेगी।
12. संस्था द्वारा यह भी सुनिश्चित किया जायेगा कि प्रशिक्षण कोर्स/पुस्तकालय के लिये उचित भवन, बिजली, पानी तथा शौचालय से संबंधित सुविधाएं उपलब्ध हों।
13. संस्था द्वारा प्रशिक्षण कोर्स के लिये पर्याप्त संस्था अच्छी गुणवत्ता से सम्पन्न मशीनरी तथा टूल्स लिये जायेंगे तथा इन खरीद किये गये सामान के खर्च की सूचना निदेशालय भेजी जायेगी।
14. संस्था द्वारा चलाये जा रहे प्रशिक्षण कोर्स का स्थान, प्रशिक्षणार्थियों की संख्या, कोर्स का नाम संबंधी सूचना संबंधित उपायुक्त, जिला लोक सम्पर्क अधिकारी, कार्यक्रम अधिकारी, आई०सी०डी०एस० तथा बाल विकास परियोजना अधिकारियों को प्रदान की जायेगी तथा ट्रेनिंग आरम्भ करने की सूचना 7 दिन के समय के अन्दर मुख्यालय को दी जायेगी।
15. स्वीकृत अनुदान से आरम्भ हुई परियोजना की अवधि से लेकर तीन वर्ष तक संस्था को अनुदान से सम्बन्धित सभी लेखा रिकार्ड, प्रशिक्षण तथा प्रशिक्षणार्थियों के ब्यौरे सहित रखना होगा जिसको इस अवधि के दौरान किसी भी समय निरीक्षण किया जा सकता है।
16. विभाग द्वारा दिये जा रहे अनुदान से खरीद की गई मशीनरी तथा सामान सरकार की सम्पत्ति होगी जिसे कभी भी वापिस लेने तथा अन्य संस्था को स्थानान्तरण करने का अधिकार सरकार को होगा। यदि संस्था अनुदान संबंधी नियमों का पालन नहीं करती तो संस्था द्वारा दिये गये एग्रीमेंट बांड की शर्तों अनुसार संस्था को ब्लैक लिस्ट किया जायेगा तथा दिया गया पूर्ण अनुदान 10 प्रतिशत व्याज राशि की दर से वापस लिया जायेगा।



### Details of office bearers of the Organisation

[illegible]

## अनुलग्नक "ग"

## शपथ पत्र

श्री/श्रीमती.....सुपुत्र/सुपुत्री/पति/पत्नी श्री/श्रीमती.....निवासी.....मकान नं०/  
गांव.....डा०/सेक्टर/मौहल्ला.....तहसील.....  
जिला.....इस द्वारा सत्यानिष्ठा से घोषणा करता/करती हूँ कि ऊपरलिखित विवरण मेरे पूर्ण ज्ञान तथा  
विश्वास अनुसार सत्य है और कोई भी बात गुप्त नहीं रखी गई है तथा यह संस्था अनुबंध "ख" पर अंकित सभी शर्तों का पालन करेगी। मुझे यह  
भी ज्ञात है कि किसी अनियमितता के पाये जाने पर सरकार द्वारा दी गई राशि वापिस देनी होगी तथा खरीदे गये सामान को वापिस प्राप्त करने  
के लिये कार्यक्रम अधिकारी, जिला स्तरीय आई०सी०डी०एस० सैल को अधिकृत किया गया है।

मजिस्ट्रेट व ओथ कमिश्नर द्वारा साक्षात्कृत

आवेदक के हस्ताक्षर तथा पद मोहर

स्थान :

दिनांक :